

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

OR AGENCY USE

1. Agency Address

FOR RECORDS MANAGEMENT USE

	Attention: Scheduling	Section.	•
	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
App	lication Date	Georgia Bureau of Investigation	Application Number
		3121 Panthersville Road	76-285-A
App	dication Number	Decatur, GA 30034	Date Received Date Completed
			MAY 0 1 1985 AUS 1 7 1980
2	Person to Contact	Working Title	
٤.		-	Telephone Number
_	Brent Faulkner	Photographer	244-2500
	Action Requested	Schedule; record will continue to accumulate.	•
		communition; no further accumulation anticipated.	
	c. XXAmend Application		de: □ Void
_	Dates of Series	5. Records Series Title (followed by title used in office; if di	
l	flest Latest		
j	1973 Present	Photo Negative and Proof File (Regional O	ffice Investigations)
6.	Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
	The Course Bureau		
		of Investigation provides crime prevention effort ce to local law enforcement agencies and the E	
		State of Georgia. The Bureau provides crimin	
		offender tracking services to Georgia Courts, the	
		enforcement agencies. The State Crime Labor	
		rtem Act and the Implied Consent Act, furnishe	
		sis and evaluation of evidence, for the perform	
	colegal autopsies, for	crime scene searches and for police training.	
	_	-	
	<u></u>		
7.	Record Series Description	This file contains the following documents (include form nu	ımbers and titles, if any):
	Degramente relating to:	Attach samples of the file.	
	Documents relating to:	"Maintaining proofs and negatives of photogra	inhs Taken as
		part of a GBI Regional office investigation.	pris takeri as
	Included are:		
		Contact proofs and negatives of crime scene	s, recovered
		autos, and other evidence pertaining to inves	
			RETURNED
		•	KEIUKNED
		•	TI) AGENCY 7/18/85 Resubmitted 8/10/89
		1072 +busb 7 107/ £:1-d b1d	Resubmitted 8/0/29
		1973 through June 1976 filed by calendar year numerically by case number;	ir, thereunder
	File is arranged:	1977 to present by fiscal year; thereunder nu	ımerically by
	1,	case number.	interredity by
8.	Monthly Reference Rate	How often are records referred to which are:	
¯	One to six months old	Seven to twelve months old $\frac{100}{}$; Thirteen to	a twenty-four months old 80
	twenty-five months and olde	r 10_?	s twenty-rout months old,
a	Annual Rate of Accumulation		
] "	Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)
	*		

	 								
YES NO 10. Questionnaire	(Place an '	in the proper o	olumn)' 🔍 🔭 🕶	'/. I					
	a. Is this the official copy of the eries? If not, where is it?								
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. (Law 38-1102)								
	c. Is this a vital record?								
	d. Does this series have historical or long term research value?								
g. Is the information	g is the information contained in this series ever analyzed and/or recorded in a summarized report?								
h. Is there a dupl	h. Is there a duplication of this series in your office, or in another office or agency?								
X i. Is this series (a	X i. Is this series (or a major portion of it) regularly microfilmed?								
X i. Does the recor									
11. Retention Requirements			res the series to be kept:						
a. State Law		years.	d. Audit period	years.					
b. Statute of limitation		years.	e. Administrative need	years.					
c. Federal law		years.	f. Federal retention instructions	years.					
Attach copy or excerpt of Re-opening of a case m	ay require a	additional pho	otographs to be made.						
12. Approved Disposition Insti	ructions Thi	s agency recomm	nends that the file series be cut off at the end of each	:					
		Calendar Year; [☐ Fiscal Year; 図 OtherSee_below	then,					
☐ Hold in the current file:									
☐ Transfer to local holdin	-	•							
☐ Transfer to State Recor ☐ Destroy.	as Center; nota	yea	ir(s); then						
☐ Transfer to State Archi	ves for nermane	nt retention							
☑ Other '(Specify)	ves for perinane	iit reterition.							
			•						
transfer negatives and p	proofs to app	propriate Reg	current files area two (2) years; then gional office to be included in the allowestipation lase Files"						
See Attachments	T								
See Attachments	#1 and #2								
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These instructions apply to $\frac{1}{2}$	all prior and fu الأدام الإدامة	iture accumulatio	ons of the series.						
Agency Head/Designee (Signat	hirel	Date	(Records Management Officer (Signature)	Date					
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4W/>		4 687	Nargaret W. Jorok	4/25/85					
850505-01			State Records Committee (Signature)	Date					
Recommendations in paragraph 12 are approved.	Canan A	tor/Donien	()	0 17					
(If disapproved, attach letter	State Audi	tor/Designee	W. W. Sello	8-17-89					
of explanation.)		State/Designee	Edward Welden	8/14/89					
76-285-A	Governor/	Designee heral/Designee	W.H. Kgpan	8/17/89					
AR-50-71; Rev. 76		(F	Reverse Side)						



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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Georgia Bureau of Investigation Application Number 3121 Panthersville Road 76-285-A Decatur, GA 30034 Application Number MAY 0 1 1985 AUG 1 7 1989 2. Person to Contact Working Title Telephone Number Brent Faulkner Photographer' 244-2500 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. □ Dispose of present accumulation; no further accumulation anticipated.
c. XXAmend Application No. 76-285 to 73-3-7 Check One: ☒ Change; □ Supercede; □ Void 5. Records Series Title (followed by title used in office; if different) Earliest Latest Photo Negative and Proof File (Regional Office Investigations) 1973 Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers The Georgia Post Mortem Act and the Implied Consent Act, furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining proofs and negatives of photographs taken as part of a GBI Regional office investigation. Included are: Contact proofs and negatives of crime scenes, recovered autos, and other evidence pertaining to investigations. RETURNED 1973 through June 1976 filed by calendar year, thereunder numerically by case number; File is arranged: 1977 to present by fiscal year; thereunder numerically by case number. 8. Monthly Reference Rate How often are records referred to which are: 100 100 Seven to twelve months old __ One to six months old. __; Thirteen to twenty-four months old __ twenty-five months and older_ 9. Annual Rate of Accumulation of Records ____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Letter-size drawers _

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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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- Investigative Div.
G.B.L. Office Thomson Garage Date Received Application Number Date Completed AUG 1 2 1976 JUL 22 1976 80×3883 2. Person to Contact Thomson, Ga. 30824 Working Title Telephone Number Brent Faulkner GBI Photo Lab Technician 404-595-2575 3. Action Requested XX Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. ☐ Amend Application No. ______ Check One: ☐ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series **Earliest** Latest Present Photo Negative and Proof File' 6. Division and Office Function ... What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining proofs and negatives of photographs taken as part of GBI investigations: Included are: Contact proofs and negatives of crime scenes, recovered autos, and other evidence pertaining to investigations. 1973 thru June 1976 filed by calendar year, thereunder numerically by case number. 1977 filed by fiscal year; thereunder numerically by case number. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: ; Seven to twelve months old $\frac{100}{}$: Thirteen to twenty-four months old $\frac{1}{}$ One to six months old _ twenty-five months and older _ 9. Annual Rate of Accumulation of Records Letter-size drawers ________; Legal-size drawers _ ; Shelves ___ _; Other *(specify) _*

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2	_	If not, where i					·	
X.	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
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	e.				necessary to	keep the e	entire file for a long period, coul	d these
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X	f.	Is the informa	<u>tion contained i</u>	n this series ever I	<u>published? If</u>	ves. atta	ch copy.	
x	g.	Is the information of the left		n this series ever a	analyzed and/	or record	ed in a summarized report?	
X	h.	Is there a dupl	ication of this s	eries in your offic	e, or in anoth	er office	oragency? Partial duplic	cation in
X			_		-		with case reports	
X				o <i>n of it)</i> regularly				
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12. Appr	oved [Disposition Inst	ructions Thi	is agen <mark>c</mark> y recomm	ends that the	file series	be cut off at the end of each:	
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		•		ent retention.				
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Recommen	ndatio	ns in para-					1 instruction	777
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			Attorney Ge	neral/Designee	1/12	11	1/ /hell	8-12-71
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AR-50-71; Rev. 76



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Attention: Scheduling	Section.	, ,		
FOR AGENCY USE	1. Agency Address		FOR RECORDS N	MANAGEMENT USE
Application Date	_Georgia Bureau of Investigat	ion	Application Number	
7/20/76	1001 International Blvd., Su	ite 920	76-28	3 5
Application Number	Atlanta, Georgia 30354		Date Received	Date Completed
	1.6, B.I. OFFICE - Thomson Ga.		JUL 22 1976	AUG 1 2 1976
2. Person to Contact	Thomson, Ga. 30824 Work	ing /itle		Telephone Number
Brent Faulkner	GBI Photo Lab Technician		404-595	-
3. Action Requested				· .
a. XX Establish Retention	Schedule; record will continue to accumulate		**	
· · · · · · · · · · · · · · · · · · ·	ccumulation; no further accumulation anticip	-		
c. Amend Application	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
L. Dates of Series Earliest Latest	5. Records Series Title (followed by title u	sea in orrice, ir ai	Trerentj	
1973 Present	Photo Negative and Proof Fi			
6. Division and Office Function	What is the function of the Division	and the Office in	which this record seri	es is created?
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	nce to local law enforcement ag			anch
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	nal history, and offender track em, and local law enforcement a			rts,
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and the state of t		الأوراد الأولى (1014) الأوراد) الإولى حرارة (1000)		-
Included are: Contact p	proofs and negatives of crime so	enes, recove	red autos and	other
evidence	pertaining to investigations.			o chair
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	u June 1976 filed by calendar y	ear, thereund	ier numerically	by
case num	wer. .ed by fiscal year; thereunder n	imenically b	u anca numban	
	ed by Tibeat year, chereunder in	uncilcarry b	y case number.	
File is arranged:	· ·			
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. Monthly Reference Rate	. How often are records referred to which			
One to six months old	Seven to twelve months old $\frac{10}{10}$?	O ; Thirteen to	o twenty-four months	s old <u>80</u> ;
. Annual Rate of Accumulation	n of Records			***************************************
Letter-size drawers	Legal-size drawers; Shelv	es;	Other (specify)	
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. X.	.a., is this If not, well e	mulicably of the	ries?		* * *			
Х		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation, Secrets of State (Law 38-1102)						
Χ	c. Is this a vital r	ecord?	·	· · · · · · · · · · · · · · · · · · ·				
X	d. Does this serie	s have historica	l or long term res	search value?				
· x		wo documents scheduled sepa		t necessary to keep the entire file for a long period, could	these			
Х				published? If yes, attach copy,				
X	g. Is the informa		in this series ever	analyzed and/or recorded in a summarized report?				
Х	h. Is there a dupl	ication of this s	eries in your offi	ce, or in another office or agency? Partial duplica	ation in			
	1	_	**	adquarters filed with case reports				
X					· · · · · · · · · · · · · · · · · · ·			
			n a computer prin					
II. Hete	ntion Requirements	. in	e rollowing requi	ires the series to be kept:	•			
a. S	tate Law		years.	d. Audit period	years,			
	tatute of limitation		years.	e. Administrative need	years.			
	ederal law		years.	f. Federal retention instructions	years.			
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Atta	ch copy or excert of 1	aws or regulatio	ons. Explain adm	inistrative need.				
Re-o	pening of a cas	e may requi	re additiona	al photographs to be made.				
12. App.	oved Disposition Inst	ructions Th	is agency recomn	nends that the file series be cut off at the end of each:	· · · · · · · · · · · · · · · · · · ·			
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		r to State	Archives h	ofeach fiscal year; hold in current file old 12 years, then destroy; except that	s area 3			
Arch	ives will retai	n a random	sample of e	ach years files for permanent retention.	State			
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These	instructions apply to	all orior and fu	iture accumulatio	ons of the series	•			
		, and production						
Agency H	ead/Designee <i>(Signat</i>	ure)	Date	Records Management Officer (Signature)	Date			
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· · · · · · · · · · · · · · · · · · ·				State Records Committee (Signature)	Date			
Recomme	ndations in para-							
	re approved.	State Audi	tor/Designee	1 hours thank	18/10/76			
(If disappr of explana	oved, attach letter tion.)	Secretary of	State/Designee	Carroll Hart	8-9-76			
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